Army Learning Management System/Army Training Requirements and Resources System
Switch Over Process

The Army Training Requirements and Resources System (ATRRS) course switch over process identified below was agreed to by the Product Manager Office (PMO) Distributed Learning System (DLS), Training and Doctrine Command (TRADOC), and DLS contractor at a meeting on 12 September 2006.

Step 1. The course manager/proponent ATRRS clerk must submit to ATRRS:

- Special instruction for students taking the course
- Course iteration for the course
- Select code correction when switching a course from one LMS to the ALMS.

Step 2. The course manager submits courseware (Web Based Content) content to DLS courseware testing. After testing for playability, DLS loads the courseware into the ALMS Content Repository. This information should correspond with the course Program of Instructions lessons.

Step 3. Complete the form containing the Course Administrative Data, CAD, located at Annex A and send it to the DLS courseware test manager . The course manager is responsible for providing the CAD. The CAD should correspond with the course's Program of Instruction.

Step 4.   The PMO DLS courseware manager sends the data to TRADOC and DLS PMO ATRRS representative.

Step 5. DLS PMO ATRRS representative coordinates course switch-over approval with TRADOC.

Step 6. TRADOC course approval sent to the DLS PMO ATRRS representative and DLS PMO courseware test manager.

Step 7. DLS PMO ATRRS representative sends course switch over information and approval to ATRRS.

Step 8. ATRRS notifies DLS PMO ATRRS representative of switch over completion.

Step 9. The DLS PMO ATRRS representative notifies the DLS course manager who notifies the course manager that the ATRRS CAD has come across to the ALMS.

Step 10. The course manager verifies that all the course content that has been loaded in the ALMS Content Repository is correct.

Step 11. The course manager publishes the content.

Step 12. The course manage reviews the Course Administration Data received from ATRRS in the ALMS to ensure it is correct including schedulable instances of a course (start and end dates), and course iteration details. The course manager associates the published content with the course and the course iteration.

Personnel

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Switch Over Data

Courseware Questions	Information
1. Course/Product Name:	
2. ATRRS Course?	☐ YES ☐ NO
3. School Name and School Code for course	
4. Course Number	
5. Course Phase	
6. DL or Resident	☐ DL ☐ Resident ☐ Other
7. ATRRS Switch Over Date	
8. Name ATRRS Clerk	
9. Course Start Date	
10. Course End Date	
11. Format	
12. Storage location/URL	
13. The Proponent	
14. Proponent POC.	
15. Is the content HTML? Provide the name of the starting file	
16. The version/date of	

courseware/software	
17. The book marking requirements	
18. Are pre/post test associated with the content?	☐ YES ☐ NO
19. How many times can Learner take the test before being locked out?	
20. If Learner launchs the test and does not finish the test, is test exit considered a failure?	☐ YES ☐ NO
21. Number of modules	
22. Number of lessons	
23. Authoring Tool	
24. What are the system requirements for playing course on the ALMS (e.g., plug-ins, internet security settings, etc.)?	
25. Name of Course Manager	